Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614 The City of Rochester is an Equal Opportunity Employer Candidates must record Examination number and Title on the Application

Job Title: POLICE CAPTAIN PROMOTIONAL EXAM

Exam No.: LP-1515 CITY OF ROCHESTER EMPLOYEES ONLY

Salary Range: \$101,023 - \$107,116 NO EXAM FEE REQUIRED

MINIMUM QUALIFICATIONS: Candidates must be currently employed with the City of Rochester and must have served continuously as a Police Lieutenant with the City of Rochester for the twelve (12) months immediately preceding the date of the written examination, September 12, 2015.

<u>DESCRIPTION OF DUTIES:</u> This is a supervisory law enforcement position in the Police Department. Work is performed in accordance with New York State Law, the City Charter, City Ordinances, and the administrative policies and procedures of the Department. General supervision is received from a higher ranking police official. Direct or general supervision is exercised over sworn police personnel and civilian personnel as circumstances dictate. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Implements City and Police Department rules, policies, and procedures as they pertain to patrol activities, investigations, criminal justice proceedings, personnel, and equipment and materials;

Acts as Department liaison with the community, developing and maintaining good relations with the public;

Commands and supervises the police activities of a patrol section or of a specialized operational or support services section or division; Works with staff to identify crime patterns and trends in area of responsibility;

Acts as liaison across platoons, divisions, specialized units, other City agencies and other outside agencies;

Manages financial expenditures, such as overtime, supplies and equipment;

Manages major investigations, coordinating resources from within and outside of the Department;

Directs police activities at scenes of critical incidents such as serious accidents, crimes, fires or unusual disorders;

Works with Commanders to accomplish Department goals and objectives;

Ensures that investigations conducted by subordinates are completed;

Communicates and coordinates with members of the media speaking on behalf of the Department;

Manages financial expenditures, such as overtime, supplies and equipment;

Communicates and coordinates with members of the media speaking on behalf of the Department;

Conducts personnel investigations arising from citizen or Department complaints;

Assumes the role of Commander when necessary.

SCOPE OF EXAMINATION: This examination will be given in two (2) separate parts. Part 2 will be given on a later date after Part 1.

Part 1 is a written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

Administrative Orders General Orders Locust Club Agreement Staff Duty Manual

Part 2 will involve a critical incident with follow-up.

WEIGHTS: Each part will contribute 50% to the final score.

RATING: This examination will be rated in accordance with Section X-1 of the Municipal Civil Service Rules.

SENIORITY: Seniority points shall be awarded based on the date of first permanent appointment in the classified service since last entry into the classified service of the employer for whom a promotional examination is administered (i.e. the City of Rochester or Rochester Housing Authority, as the case may be).

Points will be added to the score of every passing candidate as follows:

at least 2 years but less than 71 pointat least 7 years but less than 112 pointsat least 11 years but less than 163 points16 years or more4 points

(CONTINUED ON BACK)

Application Deadline: AUGUST 31, 2015

Application must be received or post marked by the application deadline date, otherwise this application will be rejected.

Examination Date: Part 1: SEPTEMBER 12, 2015 Issue Date: AUGUST 6, 2015

Part 2: TO BE DETERMINED

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

GENERAL INFORMATION:

Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate. **Application Fee:** An Examination Application Fee is charged for the City of Rochester to process a

candidate's examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications.

There will be no exceptions to this requirement. There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on

the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

Admission to the Exam: If you have not received notification of acceptance or rejection for this

exam by the Wednesday before the exam date, please notify this office at 585-428-7454. Residency Requirements: There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary This applies to the State Militia and National Guard if under Federal Control. If alternate testing is necessary, candidates are required to notify Rochester Civil Service in writing, as quickly as possible. Any such requests must be accompanied by a DD214 or other official military document that substantiates the applicant's active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Veterans: To apply for your Veterans' or Disabled Veterans' Credits you must subapplication which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans'
Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans' Credits CANNOT be added to your score after the eligible list has been established. Veterans' Credits can only be added to a passing score. You m waive using your Veterans' Credits any time prior to appointment. You many use your Veterans' Credits for hire only once in your lifetime.

Additional Exam Credits: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester's Alternate Test Policy is available in Room 103A, City Hall, or from our website Deadline for requests is two (2) business days after exam.

Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff